



FUNCTIONAL AREA MAPPING INSTRUCTION SHEET

Purpose of Worksheet:

This worksheet is designed to gather basic HR and payroll organizational, staffing, and operations data prior to the implementation of the new BEACON HR/Payroll system.

Instructions:

1. In the left hand side of the Functional Area Mapping Worksheet, please validate the listed agency personnel in your HR and payroll offices, including professionals and support staff, full and part-time, contractors, and temporary employees. Also include positions within the agency regardless of organizational placement, work location or classification that are involved with any HR or payroll functions (e.g., IT support or administrative functions).
2. For each position listed on the left hand side of the worksheet, please validate or add the following data: position number; employee name; classification title; agency working title and county information. Also provide information on whether the employee is a full-time (FT), part-time (PT), contractor (C), or temporary (TMP) worker.

Note: In the “Classification Title or Status” column on the information provided to you, some employees do not have a title. Instead, the data shows: “Separation”, “LWOP”, “Retired” or “Group.” Please follow the instructions below in these cases:

Table1: Instructions for Classification Status

Classification Title or Status	Description	Instructions
Separation	The person is no longer employed within the agency	Validate that the person is actually no longer employed with the agency. If not, then flag them as a person to be removed from the list by updating the “Add/Remove” column with an “R” for remove. If the person is still employed in the agency, then you will need to update the all the information in the worksheet for this individual.
Leave without Pay (LWOP)	A person on leave from their job but may return at a future date.	Validate that the person is actually on LWOP. If the plan is for the person to reclaim their role upon return, then update the worksheet with all the information for this individual. If this person has left the agency or will not return to their HR/Payroll duties, then

		flag them as a person to be removed from the list by updating the “Add/Remove” column with an “R” for remove.
Retired	A person from your agency who has retired from State Government	Validate if the person is actually retired. If the person is retired, then flag them as a person to be removed from the list by updating the “Add/Remove” column with an “R” for remove. If the person is still employed in the agency, then you will need to update the information in the worksheet for this individual.
Group	In PMIS, this was denoted as an account that has multiple users.	You will need to investigate and determine the identity of the users of this account and what functions they are performing. Make sure the individuals are added to the list of employees (if not already on the list) and that their % time allotted to the functional areas reflect the group account activities. Update the “Other HR/Payroll Activities” Column on the right side of the worksheet with a description of the activities for this account.

Note: For any employees removed from an agency list, if the vacant position will still be used for an HR or payroll function please fill out the necessary functional area information. Please type in “OPEN” in the “Employee Name” field.

- Identify current users of PMIS, Central Payroll and/or the DOT Payroll systems with a “YES” if they are a current system user, and a “NO” if they are not a designated system user.
- If you find any employees that should be added to your agency employee listing, please add a row with the additional employee information and type “A” in the “Add/Remove” column. If an employee should be removed from your agency employee listing, please type “R” in the “Add/Remove” column.
- In the right hand side of the Functional Area Mapping Worksheet, please input the percentage of time spent on the various HR or Payroll functions listed. Percentages should be expressed in decimal form. For example, if an employee is spending 50% of his/her time on performing workers’ compensation-



related activities, .50 should be entered into the “Workers’ Compensation” column. For full-time employees spending 100% of their time on HR and/or payroll functions, the “Totals” columns should equal 1.00. For full-time employees spending less than 100% of their time on HR and/or payroll-related activities, the total will be less than 1.00. For someone spending 100% of their time as a part-time position, the Totals column should equal .75 for a 30-hour employee or .50 for a 20-hour employee, etc. Please see examples of designations at the shaded top portion of the attached Functional Area Mapping Worksheet. Please review the attached Functional Area Definition Guide for descriptions of each functional area listed on the Functional Area Mapping Worksheet.

Table 2: Percentage of Time/Total Number of Hours Worked

Percentage of Time	Hours per Week
1.00	40
.90	36
.80	32
.75	30
.70	28
.60	24
.50	20
.40	16
.30	12
.20	8
.10	4

6. If an employee has HR and/or payroll reporting functions, you will need to complete the columns “HR Reporting” and “Payroll Reporting” accordingly by placing an “X” in the column. No percentage of time is needed – see Functional Area Mapping Worksheet example.

Note: Be sure to include employees who only run HR and/or payroll reports and do not conduct any other HR/payroll functions.

7. If there are employees in your agency who perform HR/Payroll functions that are not listed on the worksheet, please use the column entitled “Other HR/Payroll Activities” to capture the % of time spent doing these activities. Additionally, please provide an explanation of these activities in the column called “Other HR/Payroll Activities (Please explain).”
8. In addition to completing the worksheet, please provide any available HR and payroll-related organizational charts for your agency, which includes the titles, names and position numbers of those people who serve in the various positions (if available).



FUNCTIONAL AREA MAPPING DEFINITIONS

SALARY ADMINISTRATION: Includes such agency HR activities involving determination of appropriate salaries and application of pay policies. This includes promotions, new appointments, demotions, reassignments, in-range adjustments, reallocations, salary range revisions, transfers, holiday premium pay, longevity pay, shift premium pay, supplemental salary, etc.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): Includes agency programs and activities that support equal employment opportunity and diversity in all HR and agency policies and areas.

EMPLOYEE RELATIONS: Includes agency activities for the execution and administration of employee recognition programs and activities, employee assistance programs, disciplinary policies, grievance procedures and mediation services. Such activities include support of regular employee recognition awards or programs, responding to workplace situations by providing advice and assistance to employees and management, and administration and review of grievance and mediation processes.

BENEFITS (Statewide): Includes agency activities associated with the management of employee benefits that are available on a statewide basis. This does not include agency-specific benefits. Such areas handled include open enrollment, benefits life event changes, termination of benefits, processing benefits-related issues for leaves of absence, short-term and long-term disability processing, and enrollment in 401(k) and 457 savings plans.

UNEMPLOYMENT INSURANCE (UI): Such agency activities include the management of detailed and timely wage and separation information and coordination of information for UI hearings, etc.

WORKERS' COMPENSATION: Includes agency activities that focus on the administration of the workers' compensation program. This includes management of third party administration of claims, as well as the processing and monitoring of all claims, funded medical treatment and compensation for loss of wages. Also includes the management of workers' compensation settlements.

SAFETY & HEALTH: Includes development and maintenance of an effective occupational safety and health program, regular inspections of the workplace and working conditions, and instructions for employees on how to recognize and avoid unsafe conditions and unsafe work practices.

RETIREMENT: Includes such agency HR activities as conducting initial employee enrollment in the retirement system and preparation/completion of retirement application forms at time of employee retirement.

STAFFING/RECRUITMENT & SELECTION: Includes all activities associated with the recruitment, hiring and selection of agency employees, as well as the administering of internships within an agency. Such activities include recruitment and posting of vacancies; selection of



applicants; policy application of priority reemployment for employees in positions designated as policy-making, exempt managerial, and confidential assistant/secretary; priority reemployment consideration for RIF employees; and application of promotional priority, among other related items.

TRAINING AND DEVELOPMENT: Includes all activities undertaken to prepare, execute and perform follow-up work for personnel development and training.

PERFORMANCE MANAGEMENT: Activities associated with administering the performance management system within the agency.

HRIS/PMIS: Activities include processing and approving personnel forms to accomplish employee and position actions. It also includes scheduling PMIS report runs for agency analysis.

TIMEKEEPING AND LEAVE MAINTENANCE: Agency activities that focus on maintaining work schedules, leave records, management of manual adjustments, time recording and other related timekeeping functions.

PAYROLL PROCESSING: Includes activities associated with the payroll processing functions within an agency. Such agency activities include gross-net calculations, garnishment, and distribution of checks, among other related activities.

PAYROLL DEDUCTION RECONCILIATION: Reconciliation of any and all deductions (e.g., benefits) taken from employee checks.

CLASSIFICATION: Involves agency management and analysis of positions for appropriate job classifications, salary surveys, and market studies.

IT SUPPORT: Involves IT support related to HR and/or payroll functions within an agency.

ADMINISTRATIVE SUPPORT: Involves any HR and/or payroll-related administrative support functions, such as answering phone calls, handling correspondence, filing, preparation for meetings, and other related administrative and clerical activities.

OTHER: Any other HR or payroll-related functions that may not be covered within the functional areas listed above. Please briefly describe the other functions you list in the spreadsheet.

HR REPORTING (no time percentage needed): Includes employees who have access to the PMIS reports in SystemWare (e.g., X/TND, XNET, and/or XPTR). Also includes employees who have access to the following PMIS transactions: PMEMP, PMTOT, MPActions, PMVAC, and PMPOS.

PAYROLL REPORTING (no time percentage needed): Includes employees who have access to payroll reports in SystemWare (e.g., X/TND, XNET, and/or XPTR).